



CITY OF HOUSTON

Job Posting

Applications Accepted From:	ALL PERSONS INTERESTED
Job Classification	Senior Airport Manager (Executive Level)
Posting Number	PN# 110945
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	NA
Reporting Location	2800 North Terminal Road, Terminal A *
Workdays & Hours	Varied, normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Ensures a high level of service, convenience and security to traveling public, tenants and airlines by managing staff, planning, implementing and securing operations at Bush Intercontinental Airport, a large hub international airport facility. Accomplishes staff results by communicating job expectations, planning, monitoring and appraising job results; coaching, counseling and disciplining employees; initiating, coordinating and enforcing systems, policies and procedures. Maintains operations plan by establishing policies, procedures, regulations, landing, taxing and takeoff rules; studying potential improvements. Secures airport by enforcing Federal Aviation Administration regulations; contracting with security force; establishing security policies and procedures; formulating procedures to use in the event of aircraft accidents, fires or other emergencies; maintaining disaster and evacuation plans; investigating violations. Maintains runways, terminals and other facilities by establishing preventive and repair practices; conducting inspections; providing maintenance and cleaning services. Ensures operation of systems, lighting and equipment by establishing preventive maintenance requirements; contracting for maintenance services; maintaining equipment inventories; evaluating new equipment and techniques.

WORKING CONDITIONS

Performing these duties involve: visually observing and differentiating details; attending to details amid distractions; analyzing abstract information; solving arithmetic and numerical problems; speaking and writing effectively; walking and standing for extended periods; operating a city vehicle; adjusting to critical and demanding work; dealing with people in tense situations; dealing with people in high stress situations; and working as a member of the team. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree Business Administration, Airport Management, Public Administration or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Eight (8) years of professional experience in civil aviation are required, with five of those years in management at least at the assistant manager level.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to individuals with comprehensive knowledge of the Federal Aviation Administration's rules and regulations to ensure airport compliance with all federal mandates. Knowledge of airport management techniques and practices. Ability to monitor and direct the day-to-day operations of airport personnel. Ability to communicate effectively and establish and maintain cooperative relationships with employees, peers, airport tenants, City and Aviation officials and the general public.

SELECTION/SKILLS TEST REQUIRED

Application review and interview. Ten (10) year background check.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 35	
\$4,045.00.00 – \$4,707.00 Biweekly	\$105,170.00 - \$122,382.00 Annually

OPENING DATE

JUNE 21, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submit online at:

www.fly2houston.com

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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